



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

STAFF SERVICES MANAGER I

\$5,079 - \$6,127

BUDGET AND REVENUE MANAGEMENT BUREAU SACRAMENTO

Are you an individual seeking a challenging position with the opportunity to learn and grow? If you are, the Budget and Revenue Management Bureau is seeking a highly motivated Staff Services Manager I to join the talented team of professionals at our Sacramento location.

RESPONSIBILITIES: Under the direction of the Budget Officer, this position is responsible for supervising four analysts in the preparation, development, and administration of the Department's budget. The position serves as working level manager and is responsible for conducting the most sensitive and critical assignments. Specific duties include the following:

- Prepare the Department's annual budget including the planning estimates, baseline budget, budget galley, Schedule 7A/8 and all required supplementary schedules for inclusion into the Governor's Budget; provide review, analysis, and development of concept papers and Budget Change Proposals in collaboration with program staff; and respond to inquiries from Department of Finance and Legislative Analyst's Office staff.
- Prepare and monitor the Department's budget allotments and expenditures in accordance with the authorized budget.
- Facilitate and oversee the mid-year and third quarter analysis of expenditures for the Department.
- Identify and implement improvements in the Department's budget development and expenditure monitoring systems to increase effectiveness and efficiency.
- Provide ongoing supervision and staff development.

DESIRABLE QUALIFICATIONS: Candidate should possess a clear understanding of the State's budget process. In addition they should:

- Have extensive working knowledge in preparing the annual Governor's Budget.
- Have experience in preparing Departmental allotments and monitoring expenditures.
- Have experience in the analysis and preparation of Budget Change Proposals.
- Have the ability to independently resolve complex issues within a short timeframe.
- Have experience in supervising staff to provide strong leadership in a team environment.
- Provide direction and oversight to staff in managing multiple tasks with short timeframes.
- Have strong interpersonal, analytical and problem solving skills.
- Have strong communication skills, both written and verbal.
- Have the ability to foster cohesive working relationships with people from within and outside of

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AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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the Department.

- Enjoy working in a fast paced, demanding and challenging environment.
- Work proficiently on PC applications (Excel and Word).

WHO MAY APPLY: Applications will be accepted from current State employees at the Staff Services Manager I level, those within transfer range, or those who have list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Training and Development Assignments may be considered. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

STATEMENT OF QUALIFICATIONS:

All interested candidates must submit a completed standard State of California application and a "Statement of Qualifications" in order to be considered for this position. The Statement of Qualifications is a narrative discussion of your education, training, experience, and skills as it relates to the desirable qualifications listed above. The Statement of Qualifications serves as documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.

Resumes do not take the place of the Statement of Qualifications. Applicants who fail to submit the Statement of Qualifications will be eliminated from the selection process.

APPLICATION PROCEDURE:

Send your application and SOQ to Tina Brown, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "Staff Services Manager I, #413-195-4800-002" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION. Applications must be postmarked by the final filing date to be considered.** For additional information, please call (916) 492-3351 or email brownt.@insurance.ca.gov.

If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.

FINAL FILING DATE: December 30, 2013 – by 5:00 Close of Business

Interested individuals, including list eligibles, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to

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interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list.

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